

**City of Harrington**  
**Position Description**  
**PART-TIME**

**CLASS TITLE:** PUBLIC WORKS TECHNICIAN I Grade 8  
(ESSENTIAL PERSONNEL)

**DEPARTMENT:** PUBLIC WORKS

**DATE:** January 6, 2013

**SUMMARY STATEMENT**

Performs hands-on maintenance duties for the City under general supervision of the Public Works Supervisor or designee. The work may be complex and require special skills such as carpentry, plumbing and electrical skills.

**DESCRIPTION**

Essential Duties and Responsibilities: Illustrative Only

- Performs water meter readings quarterly and records results.
- Provides snow plowing services for snow removal throughout the City.
- Mows City property as needed.
- Flushes City fire hydrants as necessary.
- Flushes storm and sanitary sewers; clean storm catch basins.
- Maintains City streets and signs.
- Performs maintenance on City infrastructure.
- Troubleshoot and perform minor repairs to mechanical and electrical equipment.
- Operates miscellaneous equipment, such as street sweeper, trucks, loaders, grader, tractors, etc. as required.
- Maintains rotating on-call schedule with other department employees.
- Available for working long hours as needed occasionally in emergency situation.
- Keeps Public Works Supervisor informed as to any problems that could or may have adverse effects on the operation of the City.
- Inspect work site for unsafe conditions and report same immediately to supervisor.
- Performs other duties as assigned.

Supervision Received:

Works under supervision of the Public Works Supervisor or designee.

## REQUIREMENTS

### Knowledge, Skills and Abilities:

- Ability to understand and follow oral and written instructions.
- Ability to maintain effective working relationships with other employees, agencies, and the general public.
- Knowledge of standard safety rules and regulations; ability to perform job duties within said safety guidelines.
- Good knowledge of and skill in the methods and practices of carpentry, plumbing, lawn and grounds care, electrical work, painting, and other trade areas.
- Ability to do manual labor.
- Regular and timely attendance.

### Desired Education & Experience:

- High School diploma; and
- The ability to operate and maintain Public Works maintenance equipment.

### Special Requirements:

Must be bondable and obtain a current Criminal History Back Ground check.  
Must have a valid driver's license.

### Tools & Equipment Used:

Personal computer, including word processing, spreadsheet and data base software (currently MS Office), phone, copy machine, fax machine, walkie-talkie, street sweeper, backhoe, lawn mower, and other required tools and equipment as needed.

### Physical Requirements:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to an individual with disabilities to perform essential functions.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of

measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment can vary as the work environment could change.

SELECTION GUIDELINES

Formal application, submission of resume, rating of education and experience; oral interviews and reference check; job related tests may be required. Final selection is recommended by the City Manager to the Personnel Committee and City Council for final action.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
City Manager

Effective Date:

Revision History: